



**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AFFAIRS
ONE-TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT**

****AMENDED****

**ONE-TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT NUMBER: 26-OTOT-23**

POSITION TITLE: Supply Sergeant

OPENING DATE: 6 August 2026

CLOSING DATE: 5 September 2026

ACTIVE DUTY TOUR: This is a three (3) year one-time occasional tour (OTOT). Acceptance and completion of this tour does not constitute AGR Career Status. This is a single-term, non-renewable tour. Selectees for this position are eligible to apply for other AGR Vacancy Announcements in an effort to a secure Career Status tour.

DUTY STATION: Co B 104th Brigade Engineer Battalion, 550 South Egg Harbor Road Hammonton, NJ 08037

****As Reads: MOS:** 12B or eligible to reclass within 12 months

****How Changed: MOS:** 92Y, 12B (must reclassify to 92Y if selected)

****As Reads: RECLASS REQUIREMENTS:** Physical demands rating and qualifications for the initial award of MOS. Combat engineers must possess the following qualifications:

- (1) A physical demands rating of HEAVY (Black).
- (2) A physical profile of 111221.
- (3) Normal color vision.
- (4) Qualifying scores.
 - (a) A minimum score of 82 in aptitude area CO, effective 9 October 2023.
 - (b) A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs., and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category in “Heavy” (Black).

****How Changed: RECLASS REQUIREMENTS:** Physical demands rating and qualifications for initial award of MOS. Unit supply specialist must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 222222.
- (3) Qualifying scores.
 - (a) A minimum score of 90 in aptitude area CL.
 - (b) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

MILITARY GRADE: This announcement is open to personnel in the grades of E4-E5.



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AREA OF CONSIDERATION: Current members of the New Jersey Army National Guard who possess the Military Grade listed and MOS listed.

SPECIAL REQUIREMENTS: Will be scheduled for and complete the Unit Supply Course at PEC within 12 months of assignment, unless already completed.

DUTY DESCRIPTION: Supervise and/or perform tasks associated with general upkeep and maintenance of Army supplies and equipment. Advise, counsel and assist commander and staff regarding supply matters. Understand, interpret and implement Service, Major command, National Guard and state regulations, policies and precedents covering the full range of supply actions. Tasks include receiving, inspecting, inventory, load, unload, segregate, store, issue, deliver and turn in organization supplies and equipment. Prepare all unit/organizational supply documents. Maintain automated supply system for accounting organizational supplies. Issue/receive small arms. Secure/control weapons and ammunition in security areas. Schedule/perform preventive and organizational maintenance on weapons. Attends all unit training assemblies and performs other duties as assigned.

EQUAL OPPORTUNITY: Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, sex, sexual orientation or national origin.

REQUIRED SECURITY CLEARANCE: Applicants must have or be eligible to receive a secret clearance.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must meet the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA) within 12 months on file.
4. Applicant must be certified drug free.
5. Applicant must have been tested for HIV within the past 24 months.
6. Applicant must meet physical standards of AR 600-9.
7. Applicant must have a passing record AFT current within 6 months.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants in grade of E5 with more than 12 years of Active Federal Service are not eligible.
10. Applicants must be no more than 57 years old.
11. Applicant must not be entitled to receive Federal Military Retired Pay.
12. Applicant must be able to serve at least 3 years on an active-duty tour.
13. Applicants who have been involuntarily separated from the AGR program are not eligible to re-enter the program within 36 months of release from active duty, unless an approved waiver has been issued by National Guard Bureau.



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HOW TO APPLY: Follow the steps below

1. Ensure that you meet the Basic Eligibility Requirements. (See below)
2. NGB Form 34-1 Application for AGR Position: **See page 5 of this announcement**
3. Complete the OTOT Application Packet Checklist. (Pg. 4)
4. The HRO-AGR Branch will not accept mailed or hand carried packets. Submit your application packet by email. In the subject line please type: HRO, the OTOT announcement number, and your last name (HRO/26-OTOT-23/Doe). **WE WILL NOT ACCEPT PACKETS THAT ARE ADOBE PORTFOLIOS. THE PDF MUST BE SCANNED INTO ONE SINGLE DOCUMENT** and forwarded to the following Email: ng.nj.njarnq.list.ifhq-j1-army-agr@army.mil.
5. Your application packet must be received prior to midnight EST on the closing date: **5 September 2026**

POINT OF CONTACT: HRO-AGR Branch at ng.nj.njarnq.list.ifhq-j1-army-agr@army.mil. Please put HRO, the OTOT announcement number, and your last name (HRO/26-OTOT-23/Doe) in subject line of email.



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OTOT CHECKLIST

I, _____, confirm that the following items have been provided in my One-Time Occasional Tour (OTOT) application packet.

_____ 1. NGB Form 34-1, Application for AGR Position. On a separate sheet fully explaining any "Yes" answers to any questions in Section IV. Make sure that you enter the OTOT Announcement number and job title on your NGB Form 34-1. Sign and date your NGB Form 34-1. Ensure that all entries are legible and completed fully.

_____ 2. Soldier Talent Profile (STP) verified **within the past 30 days**. Provide a memorandum for any discrepancies.

_____ 3. Current Retirement Accounting Statement from IPPS-A (formerly NGB Form 23A).

_____ 4. Individual Medical Readiness Form (**Physical Health Assessment date must be current within 12 months of the announcement closing date – no exceptions**). To access MEDPROS go to <https://medpros.mods.army.mil/MEDPROSNew/secure/medical/imr2.aspx>. Click on "Your Individual MEDPROS Record. Under "Forms" click on IMR Record. Contact your Medical Readiness NCO to be scheduled for a walk-in PHA if necessary.

_____ 5. Screenshot of Army Training Information System (ATIS) of the current passing record AFT and HT/WT (**must be within 6 months of the closing date of the announcement**). Applicant's full name, date of test, and score **must** be visible on all screen shots. Provide memorandum for discrepancy. Provide a copy of your DA Form 5500/5501 if applicable.

_____ 6. Last 3 Evaluations (NCOER). **Personnel E5 and above who do not have 3 evaluations, must submit a memorandum explaining the circumstances.** Personnel without 3 Evaluations **must** submit letters of recommendation from his/her military leadership dated within 3 months of the Vacancy Announcement (one letter for each missing evaluation).

_____ 7. All DD Forms 214, substantiating every period of active-duty service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).

_____ 8. Provide a Security Clearance Verification Memorandum from your Unit or Battalion DISS Manager (NACLC, Secret, etc.) **current within 30 days of the announcement closing date**.

_____ 9. Photocopy of your current, valid civilian motor vehicle driver's license. All data must be readable. Individuals with suspended driving privileges are not eligible to apply.

_____ 10. All documents supporting your qualifications. This includes resume, civilian job evaluations and school transcripts.

_____ 11. Contact Info. On a separate sheet of paper, provide your civilian and military email addresses and the best contact telephone number. This information will be used to contact you for an interview. Your email address will also be used to transmit your selection/non-selection letter.

_____ 12. Copy of Line scores (MEPCOM 680 ADP) (12B applicants only).

_____ 13. If reclassing, I understand that I will not be eligible for promotion until I become MOSQ as a 92Y (12B applicants only).

Applicant Signature: _____

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT, OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED FOR CORRECTION SO LONG AS THE APPLICATION WAS SUBMITTED PRIOR TO DEADLINE. APPLICATIONS SUBMITTED AFTER DEADLINE WILL BE RETURNED WITHOUT ACTION OR CONSIDERATION.

POINT OF CONTACT: HRO-AGR Branch at ng.nj.njarng.list.jfhq-j1-army-agr@army.mil